



## **Columbia District Church Extension Society**

January 8, 2019 12:00 pm

Oregon-Idaho Conference Center, Albright Room

**Present:** David White, Laura Jaquith Bartlett, Norm Dyer, Ric Shewell, Donna Ward, Scott Overton, Becca Farrester, Trudy Pollard, DJ Antlitz

**Absent:** Erin Martin, Alicia Burbidge, Norm White, Bruce Rogers, Joy Atkinson, Randy Adams

**Prayers:** Erin (recovering from surgery), Brandon Rhodes (recovering from an accident)—so things are challenging in the Columbia District office right now! We also pray for the St. Paul's congregation, as well as family concerns and joys, prayers for safe travels for friends, and prayers for homeless persons.

**December minutes:** Norm moved that we approve the minutes of the December 11 CDCES meeting as posted on the webpage. Seconded.

**Passed.**

### **OLD BUSINESS**

**Audit and D&O Insurance:** Scott has sent new emails this week. Once he gets a response, he will copy Becca for moving forward.

**Administrative Assistant:** Becca reported a proposal to increase the AA salary to \$450 monthly, in view of increased responsibilities that Laura has now taken on for the CDCES. This will be included in the 2019 budget, to be approved at the annual meeting in February. However, there is a gap between when Laura began her additional duties, and when the new budget takes effect. Trudy moved that we approve an additional, one-time \$300 for the Administrative Assistant to cover the gap between mid-November and February when the new salary will take effect. Seconded.

**Passed.**

**New Grant/Loan reporting requirement:** Laura summarized the changes she has made on the webpage and on the applications to reflect our conversations over the last few months about improving the application process. She has also included in the application instructions the requirement that the recipient report to the CDCES at the conclusion of the grant period. Laura will track the time lines and send reminders to each recipient when their report time is approaching, and she will include the report in the agenda.

**Asking Letter and CDCES Brochure makeover:** Ric is working on the brochure, and has it almost ready. He would like to have it professionally printed in color, and we agreed to authorize that expense. The brochure will also go on the webpage. Becca will write a cover letter to go out with the brochure to all the churches. Becca will provide the text of the letter to Laura by Jan. 15<sup>th</sup>, and Ric will get the brochures by that date so that Laura can assemble the mailing and get it out in the mail by the 24<sup>th</sup>.

Becca has written the Askings Letters, to be emailed to local church pastors on January 15. Laura will provide email support for this project.

Annual Meeting:

Publicity: We would like an email to go out from Erin on Jan. 24 to all clergy and churches; the USPS letter with the brochure will also out on Jan. 24

Incentive to attend the meeting: We agreed to offer a \$500 ministry grant—any church that brings their pastor and a lay rep will be in a drawing to receive a \$500 ministry grant (excluding Board directors). This would come from CDCES grant funds. There would still be paperwork, and a reporting requirement.

We will be meeting at Christ Church. Laura will arrange for lunch, just like last year (the registration form will note that lunch is free, but if you cancel without telling us then you pay for your lunch). The church will provide hot tea, coffee, and cold water.

Becca would like to put together a slide show of ministries we've funded this year. Becca will ask Lydia Henry to give her presentation about the laity development initiative. Ric will also present what Christ Church did with its loan.

Reports: These will be in the packet, but Norm would like to offer a chance to ask Greg questions. We plan to have DJ be a "plant" with a prepared question ready, to prime the pump. Laura will contact each person who needs to give a report, with the deadline to get information to her. Becca will also ask Erin to share the district ministry vision.

When we present the budget, Becca would like David to do a brief presentation about the askings (what are they, why are they important). We will present certificates to those churches who paid their askings at 100%.

Bishop's Crossover Year: Becca has signed the covenant; she and Ric will attend the meeting in April. Becca will follow up on the paperwork that we need to submit.

**REPORTS**

Treasurer: Scott wrote a check this month for Epworth, which is withdrawing its money to invest elsewhere. We are also issuing checks for regular disbursements to our investing churches. It's been confirmed that Portland First UMC received the \$5000 grant check that was originally sent to Fremont (Portland First is taking over the administration of that grant).

Nominations: Becca reported that she met with Ric and Laura to talk about new members needed for 2019. She also recommends that the Grants/Loans Committee meet each month 30 minutes ahead of the Board meeting (simultaneous with the investments committee).

Becca proposed these committee assignments:

Becca: president, sits on investments (we believe the president is actually *ex officio* on every comm.)

Ric: VP, grants/loans

Donna: grants/loans

DJ: investments

Randy: investments

Joy: grants/loans

David: investments (he would become a voting member of the Board as well as staff, as Laura is)

Trudy: grants/loans

Laura: grants/loans

Norm: investments

We need 15 members (directors), according to our bylaws. Becca would like to have a new member-at-large who would be on tap to become the next vice president a year from now. Becca is working on some new names; she will create a draft slate today for the Board to look at ahead of the annual meeting.

Investment Committee: Norm plans to include an extra 30 minutes at the March meeting (they will start at 11 instead of 11:30) to look at our investment plans, so that we are being intentional about staying with Greg or looking at other options. NOTE: we are not expecting to change our financial advisor! But we want to be responsible at making sure this is the best option for us.

Bookkeeper: David went over the printed reports he prepared, which were distributed with the meeting reminder.

### **NEW BUSINESS**

None.

**Next Meeting: Annual Meeting, February 19<sup>th</sup> at Christ UMC, noon (lunch included)**

The meeting was adjourned at 1:21 pm.

Respectfully submitted,

Laura Jaquith Bartlett

CDCES Administrative Assistant/Secretary